OFM
OFFICE OF FINANCIAL MANAGEMENT

Classification Turnover (HPA-002)

Description: Turnover activity specific to classification and compensation proposal requests. Excludes turnover that does not meet the criteria for classification and compensation proposals (such as death, retirement, non-permanent appointments, etc.). Individual views include Turnover Summary, Turnover Detail, and Turnover Category. Includes permanent or intended to become permanent Executive branch employees separating from state service. Excludes non-employees and Seasonal, WMS, Exempt, and Board/Commission work contracts.

✓ **Universe** WWA EDW Headcount and Personnel Actions.unx
✓ **Required filter prompt** Calendar Year Month
✓ **Turnover Summary (default)** Turnover activity summary by Job Code
✓ **Turnover Detail** Turnover activity detail by Month and Job Code
✓ **Turnover Category** Turnover activity by categories

The standard report is located in the Washington Workforce Analytics Reports – Web Intelligence > Headcount and Personnel Actions Folder.

Sample View - Classification Turnover > Turnover Category View

Job Code (EE)	Job (EE)	Job Class Abbr (EE)	Average Employee Count	Resignations	Dismissals	Other Turnover	Total Turnover Actions	Resignations Rate	Dismissals Rate	Other Turnover Rate	Turnover Rate
50000142	OFFICE SUPPORT SUPERVISOR 3	100R	1.000					0.00%	0.00%	0.00%	0.00%
50000153	LEGAL ASSISTANT 1	425E	16.250	1		1	2	6.15%	0.00%	6.15%	12.31%
50000155	LEGAL ASSISTANT 3	425G	199.500	1		1	2	0.50%	0.00%	0.50%	1.00%
50000156	LEGAL ASSISTANT 4	425H	56.750					0.00%	0.00%	0.00%	0.00%
50000157	HEARINGS SCHEDULER	425K	14.000					0.00%	0.00%	0.00%	0.00%
50000159	PBX CHIEF OPERATOR	101H	2.000					0.00%	0.00%	0.00%	0.00%

Prompts

Prompt values restrict the data pulled from the Enterprise Data Warehouse.

Required Prompts must include value(s) for Calendar Year Month.

Optional Prompts

- Business Area (EE)
- Business Area Code (EE)
- Job (EE)
- Job Class Abbr (EE)
- Job Code (EE)
- Organizational Unit
- Organizational Unit Code
- Personnel Area (EE)
- Personnel Area Code (EE)
- Personnel Subarea (EE)
- Personnel Subarea Code (EE)

Query Results

Default Data Fields

These fields are included in the standard report by default. Adding or removing default data fields will impact the calculated results.

Turnover Summary
- Business Area Code (EE)
- Business Area
- Job Code (EE)
- Job (EE)
- Average Employee Count
- Total Turnover Actions
- Turnover Rate

Turnover Detail
- Business Area Code (EE)
- Business Area
- Job Code (EE)
- Job (EE)
- Employee Count
- Turnover Actions
- Average Employee Count
- Total Turnover Actions
- Turnover Rate

Turnover Category
- Job Code (EE)
- Job (EE)
- Job Class Abbr (EE)
- Average Employee Count
- Resignations
- Dismissals
- Other Turnover
- Total Turnover Actions
- Resignations Rate
- Dismissals Rate
- Other Turnover Rate
- Turnover Rate

Additional Fields

Additional fields may be added to the standard report for detail and analysis. This report contains merged dimensions, which means it has a common field from both an ACTIONS query and a HEADCOUNT query. For more information about merged dimensions, reference the job aid Multiple Queries with Merged Dimensions.

- Action Reason
- Action Reason Code
- Action Type
- Action Type Code
- Business Area (EE)
- Business Area Code (EE)
- Calendar Year
- Calendar Year Month
- Calendar Year Quarter
- Contract Type
- Duty Station County
- Employee Group (EE)
- Employee Subgroup (EE)
- Employment Status
- Fiscal Year
- Fiscal Year Month
- Fiscal Year Quarter
- Job (EE)
- Job Class Abbr (EE)
- Job Code (EE)
- Name – Full
- Organizational Unit
- Organizational Unit Code
- Part Time Indicator
- Pay Area (EE)
- Pay Area Code (EE)
- Personnel Area (EE)
- Personnel Area Code (EE)
- Personnel Number
- Personnel Subarea (EE)
- Personnel Subarea Code (EE)
- Position
- Position Code
- Unemployment County
- Unemployment County Code
- Work Contract
- Work Contract Code
- Workforce Indicator (EE)
- Workforce Indicator Code (EE)

Adding or removing additional data fields may impact the calculated results. For example, an Electrical Construction Inspector had a change of status during January 2016.

Job Code (EE)	Job (EE)	Job Class Abbr (EE)	Average Employee Count
50001383	ELECTRICAL CONSTRUCTION INSPECTOR	391I	78
Total:			78

Adding Work Contract to these results will cause the employee to be counted twice in January 2016.

Job Code (EE)	Job (EE)	Job Class Abbr (EE)	Work Contract	Average Employee Count
50001383	ELECTRICAL CONSTRUCTION INSPECTOR	391I	Permanent	66
50001383	ELECTRICAL CONSTRUCTION INSPECTOR	391I	Probationary	13
50001383	ELECTRICAL CONSTRUCTION INSPECTOR	391I	Trial Service	1
Total:				79

Adding a unique identifier like Personnel Number could help identify employees counted multiple times.

Measures

These measures are included in the standard report. Adding or removing measures from the query will impact the calculated results.

- Distinct Employee Count
- Number of Actions

Restrictions and Variables

Restrictions and formulas built into the report create standardized results across the enterprise.

Restrictions

Queries containing Personnel Number or an employee's name will only display the records a user is authorized to view.

Branches – Executive (EE)

Excludes the following Personnel Area Codes (EE):

- 0110 House of Representatives
- 0120 Senate
- 0130 Joint Transportation Comm
- 0140 Joint Leg Audit/Rev Comm
- 0200 L.E.A.P. Committee
- 0350 Office of State Actuary
- 0370 Office of Leg Support Services
- 0380 Joint Legislative Sys Co
- 0400 Perm Statute Law Comm
- 0450 Supreme Court
- 0460 WA State Law Library
- 0480 Court of Appeals
- 0500 Comm on Judicial Conduct
- 0550 Admin for the Courts
- 0560 Office of Public Defense
- 0570 Office of Civil Legal Aid
- (blank)

Non-Employee Exclusions (EE)

Excludes the following Organizational Unit Codes:

- 30002393 FPB – Preparedness - Mobes
- 31000100 EMERGENCY FIRE FIGHTERS
- 31000101 EMERGENCY FIRE FIGHTERS
- 31000175 EMERGENCY FIRE FIGHTERS
- 31000176 EMERGENCY FIRE FIGHTERS
- 31000177 EMERGENCY FIRE FIGHTERS
- 31000178 EMERGENCY FIRE FIGHTERS
- 31000179 EMERGENCY FIRE FIGHTERS
- 31007000 FPB – Preparedness – Fire Mobes

Excludes the following Personnel Area Codes (EE):

- 2201 Vol Firefighters/Res Officers
- 2251 WSP Disabled Non-Employee
- 2451 Mil Dept Misc Active Duty
- 3430 Higher Ed Coor Board
- 3460 Higher Ed Facilities
- 4611 Ecology Youth Corps
- 4612 Wa Conservation Corps

- 5401 Aberdeen Wex
- 5402 Bingen Wex
- 5403 Clallum Wex
- 5404 Kitsap Wex
- 5405 Okanogan Wex
- 5406 Okanogan Wex 2
- 5407 Rainier Wex
- 5408 Snohomish Wex

- 5409 Spokane Wex
- 5410 Tri-Cities Wex
- 5411 Americorp Star Vista
- 5412 Wa St Americorps
- 5413 JTPA 402 Prog Wen
- 5414 Washington Service Corps
- 5415 Washington Service Team
- 5416 Yakima Wex

Also excludes Pay Area Code (EE) 44 Work Study Student; Personnel Subarea Code (EE) 0005 Non-Employee; and Work Contract Code 24 Non Employee.

Work Contract

For classification turnover, employee headcount and actions are determined by the following permanent or intended to become permanent Work Contract Codes:

- 00 In Training
- 02 Probationary
- 03 Trial Service
- 04 InTrng/Prob
- 05 InTrng/Trl Srv
- 06 Apprentice

- 07 Apprntc/Prob
- 08 Apprntc/Trl Srv
- 10 Transitional
- 11 ZDNU-Tran Intra
- 13 Apprntc/Trnstnl
- 20 Project

- 21 Project TrSvc
- 22 Project – Prob
- 26 Review Period
- NULL Permanent

Note: Work contracts Board/Comm (25), Exempt (16), WMS Review (23) and Seasonal work contracts are not included.

Restrictions specific to Headcount

Actions – Exclude

Employment Status

- Active
- Inactive

Variables

The following variables are included in the report:

Dimension	Formula
BackgroundColor	="True"
CalendarYearMonth - Formatted	=Left([Calendar Year Month];4) + "/" + Right([Calendar Year Month];2)
DateRun	="Date Run: " + FormatDate(LastExecutionDate();"Mmm, dd, yyyy hh:mm a")
EmptyValue	=""
ReportDescription1	="Description: Turnover activity summary by Job Code specific to classification and compensation proposal requests. Includes permanent or intended to become permanent Executive branch employees separating from state service. Excludes turnover that does not meet the criteria for classification and compensation proposals (such as death, retirement, non-permanent appointments, etc.). Excludes non-employees and Seasonal, WMS, Exempt, and Board/Commission work contracts."

Dimension	Formula
ReportDescription2	="Description: Turnover activity detail by Month and Job Code specific to classification and compensation proposal requests. Includes permanent or intended to become permanent Executive branch employees separating from state service. Excludes turnover that does not meet the criteria for classification and compensation proposals (such as death, retirement, non-permanent appointments, etc.). Excludes non-employees and Seasonal, WMS, Exempt, and Board/Commission work contracts."
ReportDescription3	="Description: Turnover activity by categories specific to classification and compensation proposal requests. Includes permanent or intended to become permanent Executive branch employees separating from state service. Excludes turnover that does not meet the criteria for classification and compensation proposals (such as death, retirement, non-permanent appointments, etc.). Excludes non-employees and Seasonal, WMS, Exempt, and Board/Commission work contracts."
ReportName1	="Classification Turnover - Turnover Summary"
ReportName2	="Classification Turnover - Turnover Detail"
ReportName3	="Classification Turnover - Turnover Category"
ReportNote	=""
ReportNumber	="Report Number: HPA-002"

Measure	Formula
% SubTotal: Turnover - Dismissal	=If [SubTotal: Average Employee Count] > 0 Then [SubTotal: Turnover - Dismissal]/[SubTotal: Average Employee Count] Else 0
% SubTotal: Turnover - Other	=If [SubTotal: Average Employee Count] > 0 Then [SubTotal: Turnover - Other]/[SubTotal: Average Employee Count] Else 0
% SubTotal: Turnover Rate	=If ([SubTotal: Average Employee Count]) > 0 Then [SubTotal: Total Turnover Actions]/[SubTotal: Average Employee Count] Else 0
% SubTotal: Turnover - Resignation	=If [SubTotal: Average Employee Count] > 0 Then [SubTotal: Turnover - Resignation]/[SubTotal: Average Employee Count] Else 0
% Total: Turnover Rate	=If ([Total: Average Employee Count]) > 0 Then [Total Turnover Actions]/[Total: Average Employee Count] Else 0
% Turnover - Dismissal	=If ([Average Employee Count]) > 0 Then ([Turnover - Dismissal])/([Average Employee Count]) Else 0
% Turnover - Other	=If ([Average Employee Count]) > 0 Then ([Turnover - Other])/([Average Employee Count]) Else 0
% Turnover Rate	=If ([Average Employee Count]) > 0 Then ([Total Turnover Actions])/([Average Employee Count]) Else 0
% Turnover - Resignation	=If ([Average Employee Count]) > 0 Then ([Turnover - Resignation])/([Average Employee Count]) Else 0
Average Employee Count	=Average([Employee Count] ForEach([Calendar Year Month];[Business Area Code (EE)]))
Employee Count	=Count(Count([Personnel Number];Distinct) ForEach([Calendar Year Month];[Personnel Number]))
SubTotal: Average Employee Count	=Average([Employee Count] In ([Calendar Year Month];[Business Area Code (EE)]))
SubTotal: Employee Count	=Sum([Employee Count])

Measure	Formula
SubTotal: Total Turnover Actions	=Sum([Total Turnover Actions])
SubTotal: Turnover - Dismissal	=Sum([Turnover - Dismissal])
SubTotal: Turnover - Other	Sum([Turnover - Other])
SubTotal: Turnover - Resignation	Sum([Turnover - Resignation])
Total: Average Employee Count	Average([Employee Count] In ([Calendar Year Month]))
Total Turnover Actions	Sum([Turnover - Resignation] + [Turnover - Dismissal] + [Turnover - Other])
Turnover - Dismissal	Count(If [ACTIONS].[Action Type Code] ForEach([Action Calendar Year Month]; [ACTIONS].[Personnel Number];[ACTIONS].[Action Type]) = "U5" And [ACTIONS].[Action Reason Code] = "07" Then [Number of Actions])
Turnover - Other	Count(If [ACTIONS].[Action Type Code]ForEach([Action Calendar Year Month]; [ACTIONS].[Personnel Number];[ACTIONS].[Action Type]) = "U5" And [ACTIONS].[Action Reason Code] InList ("01"; "11"; "16"; "17"; "18"; "19"; "25"; "27"; "54") Then [Number of Actions])
Turnover - Resignation	Count(If [ACTIONS].[Action Type Code] ForEach([Action Calendar Year Month]; [ACTIONS].[Personnel Number];[ACTIONS].[Action Type]) = "U5" And [ACTIONS].[Action Reason Code] InList ("15"; "20"; "21") Then [Number of Actions])

Action Types Action Reasons

Separations (U5)

- 01 Abandonment of Position
- 07 Dismissal
- 17 Conditions not Met
- 21 Resign
- 25 Reversion

Obsolete Action Type Action Reasons

These action reasons are retained in the query for historical reporting.

Separations (U5)

- 11 ZDNU – Failed to Comply W/Union
- 15 ZDNU – Moving from Vicinity
- 16 ZDNU – Non-Disciplinary Sep
- 18 ZDNU – Probationary Separation
- 19 ZDNU – Project Apptmt Sep
- 20 ZDNU – Resign Illness
- 27 ZDNU – Trans Review Per Not Met